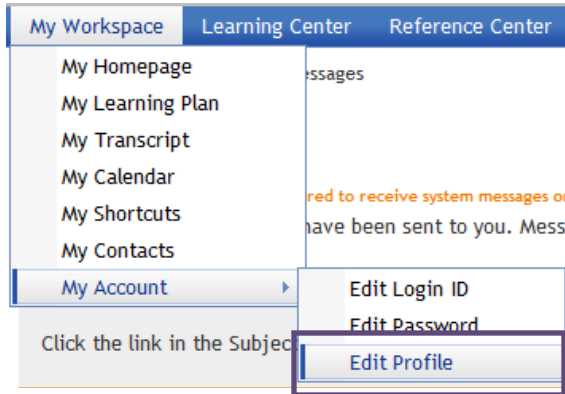


Knowledge Center (KC) Communication Preferences

How to setup My Messages (if no email)

1. Login to the Knowledge Center: <http://covkc.virginia.gov/deq/external/>
2. Click on Edit Profile – under My Workspace / My Account.



3. Click on the Preferences Tab.
4. Check the box next to My Messages (uncheck Email)

Edit Preferences

Edit Profile is where you enter information about you and your preferences when using the site. Click the tab below to edit your preferences.

Contact Manager Organization Job Title Professional **Preferences**

Edit Preferences

Make selections using the menus and checkboxes, then click Save. An asterisk (*) indicates required fields.

* Section 508 Support Off

* Primary Language English (US)

Alternate Language ☐ English (US)

* Region English (United States)

Directory Status ☒ I want to display my contact information to other users
☒ I want to display my professional information to other users

* Time Zone (GMT-05:00) Eastern Time (US and Canada)

Skin Base Top Menu

Records (per page) 10

Landing Page Department of Environmental Quality - External: Home >> My


Communication Method ☐ Email (send messages to email address in my profile)
☒ My Messages (display messages within the system)

Save


Knowledge Center (KC) Communication Preferences


How to Access My Messages

- Click on My Messages.
- Click the subject title to read the message and/or to print the message.

 Welcome, Sally Stormwater | [Logout](#)

[Site Map](#) **My Messages** [Shopping Cart \(0\)](#) | [Site Help](#)




 **DEQ**
VIRGINIA DEPARTMENT OF
ENVIRONMENTAL QUALITY

Enter Search Text...  [Advanced Search](#)

[My Workspace](#) [Learning Center](#) [Reference Center](#) [Collaboration Center](#) [Administration](#)

[Home](#) >> [My Workspace](#) >> [My Messages](#)

My Messages









  

Review system messages that have been sent to you. Messages will automatically be deleted 45 days after the Email Date indicated in the table below.

My Messages

Click the link in the Subject column to read messages. Use the checkboxes and the buttons to delete or change the status of your system messages.

Records found: 4

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	From	Subject	Email Date
<input type="checkbox"/>				ROBERT EHRHART	Access approval granted for: Pilot - Erosion and Sediment Control in Virginia for Inspectors - Section # 1	5/13/2013 1:56 PM
<input type="checkbox"/>				ROBERT EHRHART	Course Section Enrollment: Pilot - Erosion and Sediment Control in Virginia for Inspectors - Section #1	5/13/2013 1:55 PM
<input type="checkbox"/>				ROBERT EHRHART	Course Section Enrollment: Kevin - Basic Erosion & Sediment Control - Section #1	5/9/2013 10:44 AM
<input type="checkbox"/>				ROBERT EHRHART	Access Approval Request: Kevin - Basic Erosion & Sediment Control - Section #1	5/9/2013 10:43 AM

[Mark as Read](#) [Mark as Unread](#) [Delete](#)